

**Affordable Dwelling Unit Advisory Board Meeting Minutes (ADUAB)**  
**Tuesday – January 12, 2010**  
**Shenandoah Room - Shenandoah Building**

**Members Present:** Joe Paciulli, Chair Michael Capretti, Vice-Chair; Pamela McGraw, Dwight Stonerook, Steve Schulte, Ryan Sauder, Greg Barrett, Sarah Millin

**DFS Staff Present:** Ellen Grunewald, Director; Sarah Coyle Etro, Assistant Director; Jill Brady, Administrative Assistant; Lenny Goldberg, Housing Specialist; Jan Boothby, CDBG Program Manager

**Public Present:** Shawn Kelly (Pending Nomination); Carleton Chambers, Aide to Supervisor McGimsey

**CALL TO ORDER** Joe Paciulli called the meeting to order at 8:05 A.M.

**PUBLIC COMMENT PERIOD** Shawn Kelly introduced himself to the ADUAB. Mr. Kelly has been nominated to fill the vacancy of a representative of a lending institution which finances residential development in Loudoun County

**MEETING MINUTES** The minutes from the December 2009 meeting minutes were unanimously approved.

**BUSINESS /ACTION ITEMS**

**Van Metre Pricing Request:** Van Metre Companies has recently submitted a request (Notice of Availability Form) to provide 6 more Bedford model ADUs at Stone Ridge. An additional 21 more ADUs will be offered in the near future in sections 47B and 48. The proposed sales price of \$135,028 exceeds the maximum administratively approvable sales price of \$129,000. The per lot land bay cost of \$5,000 was previously approved by the ADUAB and remains the same throughout the development. The per lot subdivision cost of \$21,191.56 exceeds the program maximum of \$14,000. This subdivision cost is \$978 lower than previously submitted in June 2009. The sales price of \$135,028 reflects this decrease.

The Builders Committee recommends that the ADUAB approve the land development costs as submitted by Van Metre Companies (subdivision cost of \$21,191.56 and land bay cost of \$5,000) for the remaining 27 ADUs in Sections 47B & 48. Additionally, the Committee recommends that the remaining 27 ADUs be offered to the program in increments of 6-8 units at a time (Van Metre Companies agreed to this stipulation).

Ryan Sauder made a motion that the ADUAB approve the requested per lot subdivision costs of \$21,191.56, the resulting sales price of \$135,028, and the stipulation that the remaining 27 ADUs in Sections 47B & 48 be offered to the program in increments of no more than 6-8 units at a time. Michael Capretti seconded the motion with a stipulation in the language from "at a time" to "per quarter." Dwight Stonerook amended the "at a time" language to "per quarter unless previous units sold." Michael Capretti agreed to "6-8 units per quarter unless sales exceed that rate." The stipulations were put in so all 27 units were not put on the market at one time. The final motion reads: The ADUAB approve the requested per lot subdivision costs of \$21,191.56, the resulting sales price of \$135,028, and the stipulation that the remaining 27 ADUs in Sections 47B & 48 be offered to the program in increments of no more than 6-8 units per quarter unless previous units sold. The motion passed 8-0-1 with Dawn McKenzie absent for the vote

**APPOINTMENTS:**

**Housing Advisory Board (HAB):** Sarah Milin requested she be appointed to the HAB as the ADUAB liaison.

**Joint Trust Fund Committee (JTF):** Once Mr. Kelly has been confirmed by the BOS, he would be appointed to the JTF as he will be the representative of a lending institution which finances residential development in Loudoun County and the third member of the ADUAB Finance Committee.

**Nominations Update:** Staff confirmed that all members of the ADUAB who sought re-appointment were re-appointed in December. Shawn Kelly is slated to be appointed at the January 20, 2010 BOS Business Meeting.

**Financial Disclosures:** All members of the ADUAB were reminded that their completed Financial Disclosure forms were due at County Administration by January 15, 2010.

**INFORMATION ITEMS AND UPDATES**

**DFS Changes:** Staff updated the ADUAB regarding the most recent changes within DFS. The departure of Shelita Adams, the promotion of Ellen Grunewald to Director of DFS and the move of Bob Chirles to Economic Development.

**BOS Committees:** Staff updated the ADUAB regarding the BOS decision to make structural changes to their standing committees. The Energy and Environment Committee issues will, where appropriate, be handled by the Transportation and Land Use. Additionally, Public Safety/Human Service Committee issues will, where appropriate, will be handled by the Transportation and Land Use. Finance issues would go to the Finance and Government Services Operations Committee.

#### **COMMITTEE REPORTS**

**Housing Advisory Board (HAB):** Michael Capretti updated the ADUAB regarding the Housing Advisory Boards mission for 2010. They will be reaching out to the BOS in an attempt to open a dialogue between the HAB and BOS. Additionally the HAB will be advocating for the Article 7/1450 changes being worked on though the Joint Builders and Zoning/Modifications Committee.

**Finance Committee:** Ryan Sauder updated the ADUAB regarding the Committee work within the JTF Committee. The Committee will be sending their recommendation to the BOS regarding the Windy Hill application and will begin work on one pending application.

#### **NEXT MEETING**

Scheduled for February 9, 2010

ADUAB Meeting adjourned at 10:30

Joint Builders and Zoning/Modifications Committee meeting ended at 11:00